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ABSTRACT

This guide enumerates important questions to ask and issues to consider in approaching promotion and/or tenure review, whether at large universities or small colleges, public or private institutions, or unionized campuses. Suggestions are offered concerning the materials submitted, how to document the impact of one's professional work, and data and support materials that could be included. Chapter 1, "Planning Ahead," contains sections titled "Know the Rules: Procedures and Criteria," "Collect Other Useful Information," "Develop a Focused Interest or a Specific Line of Research," "Document Special Assignments," "Collect Baseline Data," "Recognize the Unusual Challenges You May Face," "Recognize the Importance of Interpersonal Relations," "Keep Your Vitae Up-to-Date," and "Get Help." Chapter 2 discusses documenting teaching effectiveness, advising effectiveness, service activities, and scholarly and creative work, and developing the professional portfolio and the faculty essay. Another chapter provides excerpts from statements issued by various professional/disciplinary associations concerning criteria for faculty evaluation. The book also offers sample questions for use in student ratings of faculty and for evaluating advising activities; examples for documenting specific faculty activities, such as designing a new course, serving on a community task force, or developing a software system; and a promotion and tenure checklist. (Contains 21 references.) (JDD)

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